

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Hiring of Military Annuitant -

STATINTL

REFERENCE : OTR 77-7431, Memo to DDA fr D/TR,
same subj, dtd 9 Jun 77

The Office of Training has had an active Recruitment Guide (17-3) on the books for an Information Science Instructor since March 1976. They hired two Training Officers at the GS-13 level against this Recruitment Guide in August and October 1976. Neither of these were recruited by Recruitment Division. When the FY-1977 Advance Staffing Plan was issued in September 1976, the Office of Training had a requirement for two Training Officers. One of these was the one who entered on duty in October. The April 1977 update of the Advance Staffing Plan still shows a requirement for one Training Officer. As far as we can determine, we have sent ca. 13 applications to OTR so far this Fiscal Year against their three Recruitment Guides for Training Officers. On 24 March 1977, we initiated processing on one of these but the applicant canceled in May because he decided the salary offered and the housing costs in Washington would mean a serious decline in his family's standard of living.

In February 1977, the Office of Training issued one vacancy notice for a Training Officer (GS-14) for the Information Science Training Branch. The deadline for nominations was 22 April. There were only two internal applicants for the Vacancy Notice and both were found to be unsuitable. The other Vacancy Notice alluded to in referenced memorandum was issued in January 1977 for an Instructor (GS-14) in the Intelligence Training Branch. There were six unsuitable applications for that one. (Copy of Vacancy Notices attached.)

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While we have little difficulty in finding persons with the educational background noted in OTR's Recruitment Guide (copy attached), we would have to agree that there appears to be a scarcity of applicants with the diverse experience requested.

[REDACTED]
F. W. M. Janney

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Guide No.

17-3

Date

3-76

POSITION TITLE: Training Officer

GS-13/15

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(When Filled In)

RECRUITMENT GUIDE

Position Description: Information Science Instructor

The Information Science Center conducts classes for officers from the Intelligence Community on the application of operations research, statistical, and related quantitative techniques including modeling and simulation to the problems of analysis and management. Instructors should have undergraduate and advanced degrees in operations research, mathematics, or related fields such as physics, engineering, or social science fields where quantitative methods are used extensively. They should also have experience in the application of these methodologies, and appropriate characteristics for classroom work. Instructors spend approximately a third of their time lecturing and another third in consulting with officers in the Community on applications problems. The Center is supported primarily by three sets of remote computer terminals which are used extensively in performing the necessary calculations. Experience in using such systems is desirable but not required.

Specifications :

Education :

Language :

Experience:

Salary Range: GS-13/15 PATB NA Special Clearances NA

Type Employment Staff Location Hdqs

Trans. Paid No HHE Moved No Medical: Dept. X Full Duty

Additional Information:

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AGENCY-WIDE
VACANCY NOTICE

OFFICE OF TRAINING

Office

POSITION TITLE	GRADE	POS. NO.
Training Officer (Course Director/Senior Instructor)	GS-14	BD 11 *
COMPONENT/LOCATION		
OTR/ITD/ISTB - [REDACTED] C of C Building		
JOB DESCRIPTION:	<p>This position entails two distinct major areas of responsibility: the development and direction of Information Science courses, and lecturing on a broad spectrum of Information Science topics.</p> <p>Incumbent must be able to:</p> <ul style="list-style-type: none"> A. Plan, design, organize, conduct, and administer courses in the Information Science Training Program. B. Conduct practical research and analysis in the application of Information Science to intelligence and management, and develop new courses, blocks of instruction, lectures, and exercises to meet these training requirements. 	
QUALIFICATIONS:	<p>(CONTINUED)</p> <p>The incumbent must be an expert in Information Science methods and have communications skills to effectively bridge the gap between theory and the practical application of the wide range of Information Science methods and techniques. These methods and techniques include the major fields of systems analysis, operations research, mathematics, computer science, and such specific techniques as linear programming, queueing theory, statistics, Bayesian analysis, correlation and regression, simulation, probabilistic assessment, etc.</p>	
DEADLINE FOR NOMINATIONS:	<p>(CONTINUED)</p> <p>Accompanied by Official Personnel Folder and current biographic profile</p> <p><i>Open</i> <i>Closed (Recruiting for Outside)</i></p> <p>4 March 1977</p>	

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position

STATINTL

* Information Science Training Branch

SIGNED

OFFICE OP/SPD/PPB

ROOM NUMBER Ames

DATE 15 February 1977

25X1A

POSITION TITLE	GRADE	POS. NO.
COMPONENT/LOCATION		
JOB DESCRIPTION: (CONTINUED)		
C. Conduct lectures and exercises in information and management application of Information Science.		
D. Assist in the planning, scheduling, and budgeting for the Information Science Training Program and the development and operation of the several computer systems used in training.		
E. Assist elements of the Intelligence Community in the application of Information Science through professional consultation when requested.		
F. Maintain and improve professional skills through formal training programs, preparation and presentation of papers to be presented at professional societies, and related activities.		
QUALIFICATIONS: (CONTINUED)		
The incumbent must also be aware of the processes and methods of education and training and personally skilled in the effective teaching of complex, technical, subjects.		
Satisfactory postgraduate work in Information Science methods or allied fields (PH.D. preferred), significant experience in the application of the methodologies, and a demonstrated ability to teach are minimum requirements for this position.		
DEADLINE FOR NOMINATIONS:	Accompanied by Official Personnel Folder and current biographic profile	

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position

SIGNED _____
OFFICE _____
ROOM NUMBER _____
DATE _____

OFFICE OF TRAINING, INTELLIGENCE INSTITUTE
Office

POSITION TITLE Instructor-Intelligence	GRADE GS-14	POS. NO. BD26	
COMPONENT/LOCATION OTR/II/ITB - Chamber of Commerce Building			
JOB DESCRIPTION: Candidate will share major duties with another senior instructor in developing, managing, and evaluating the five-week, full-time Intelligence Process Course which is designed primarily for Career Trainees and new intelligence analysts. The position also involves arranging for speakers within and outside the Agency; introducing speakers; preparing various items of curriculum support; and on occasion, briefing Agency, other U.S. Government, and foreign liaison personnel on the philosophy and operation of the intelligence process and other topics as appropriate.			
QUALIFICATIONS: Candidate should have a broad knowledge of the entire intelligence process-- requirements, collection, processing, analysis, coordination, presentation, and evaluation. Knowledge of the preparation of finished intelligence should be based on at least five years of successful experience as an analyst, preferably as a functional specialist--economic, military, political, scientific--in one of the intelligence production offices. An ability to deal effectively and tactfully with officers at all levels throughout the Agency and Intelligence Community is important. An enthusiastic (Over)			
DEADLINE FOR NOMINATIONS: 4 February 1977	Accompanied by Official Personnel Folder and current biographic profile		

Applicants at lower grades (but not more than two grades below the grade of this STATINTL
vacancy) will be considered for this position

Intelligence Training Br.

SIGNED 
OFFICE OP/SPD/PPB
ROOM NUMBER Ames Bldg
DATE 21 January 1977 25X1A

AGENCY-WIDE
VACANCY NOTICE

Office

POSITION TITLE	GRADE	POS. NO.
COMPONENT/LOCATION		
JOB DESC		

and mature interest in helping to organize and conduct programs for developing and improving professional competence in intelligence analysis and reporting is vital to this position, as is the skill to provide leadership for a highly diverse group of new professionals in their late twenties and early thirties.

An overseas assignment would be desirable background experience for this assignment, although not mandatory.

This is a two-year rotational assignment.

DEADLINE FOR NOMINATIONS:

Accompanied by Official Personnel
Folder and current biographic profile

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position

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OFFICE _____
ROOM NUMBER _____
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